University of the Philippines

Integrated Library System (iLib)

Online Public Access Catalog (OPAC)

User's Manual

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Section 1. General Information

1.1. Project Overview

The University of the Philippines (UP) Integrated Library System (iLib) Project started in Diliman in 2005 with the initiatives of faculty, librarians, and information professionals from the College of Engineering, Main Library, and the U.P. Computer Center. The project was originally under the Office of the Vice-Chancellor for Academic Affairs (OVCAA), with then Vice-Chancellor Dr. Amelia P. Guevara. When VC Guevara became Vice-President for Academic Affairs, the project expanded its scope to include the other six (6) Constituent Universities (CUs) in its implementation.

The project primarily aims to develop an integrated library system catered to the specific needs and requirements of the UP libraries. It also aims to save on licensing cost for purchasing proprietary software solutions by developing UPs own library system using Free Open Source Software (FOSS) tools and methodology to automate the major services of the library.

1.2. System Overview

iLib is a fully integrated library system with modular components. It is a platform-independent system, being able to run on different operating systems (e.g., Windows, Linux, MacOS).

The system's interface is purely web-based and requires only a java-enabled web browser (e.g., Internet Explorer, Firefox, Safari).

The system can interface with other online services of the University (if available), such as, the Lightweight Directory Access Protocol (LDAP) for user authentication and the Computerized Registration System (CRS) for student information.

1.3. Purpose

This manual aims to inform iLib users on the different functionalities of the OPAC, how to navigate the different parts of the system, and how to maximize all available features.

1.4. Intended Readership

This manual is written for users of all types: students, faculty, or staff of the University. And since the search interface of the OPAC is also accessible to non-members of the University, general information found in this user's manual may also apply to public users.

Section 2. System Summary

2.1. System Configuration

Technically, iLib is implemented in a client-server architecture. In this configuration, all application programs run in the server (except for JavaScripts) and the user communicates with the server using a web browser, called the "*thin client*" in this architecture. No application is required to be installed in the user's workstation other than the web browser to be able to use the system. All software updates, bug fixes, and enhancements are implemented in the server which can take effect immediately without requiring any updates or adjustments from the user's end.

Just like any common web-based systems, users can interact with the iLib system using a keyboard and mouse. Most interfaces in iLib require the user to key-in information in *HTML* forms using the keyboard and submit form data by clicking the "submit" buttons with a mouse. In most cases, hitting the "Enter" key (carriage return) from the keyboard can also trigger form submission.

2.2. Application Module Overview

The Online Public Access Catalog (OPAC) is the default interface of iLib. It provides a robust search engine and supports advanced search options, such as, Boolean searching, field searching, and options to limit search by physical format of materials (e.g., books, computer files, maps), by circulation type (e.g., circulation books, reserve books, reference books), by specific library unit, and by date.

Other unique features of the OPAC include:

- Option to bookmark records, a function referred to as "add to cart" where records are temporarily added to a virtual cart for saving, sending to email, or printing at a later time;
- Option to place online reservations;
- Interfaced with circulation module providing "real-time" status of circulation materials (e.g., on-loan, on-shelf);
- Option to recommend titles for future acquisition;
- Option to view a list of the library's newly acquired materials, referred to as "New Acquisitions";
- Option to view individual patron status and latest transactions (e.g., loaned and returned items, overdue items and corresponding fines), referred to as "Electronic Library Card"; and
- Option to post comments, suggestions, requests, etc. using a feedback form.

2.3. System Requirements

The OPAC module, just like the other application modules of iLib, is purely web-based. It only requires an internet-connected computer with a java-enabled web browser. The OPAC's interface has been extensively tested to work well in popular web browsers, such as Microsoft's Internet Explorer version 6 or later and Mozilla Firefox version 1.5 or later. The system should also work well in other multi-platform web browsers, such as Flock, Opera, and Safari.

JavaScripts have been extensively used in the different interfaces of the system and therefore should be enabled on your web browser for these programs to work as expected.

> ***Note:*** *Popular browsers block JavaScript pop-up windows by default to prevent harmful programs from executing in your browser without your permission. Therefore, you must allow JavaScript pop-up windows on your browser or put the URL of the iLib server in the Exceptions list.*
>
> *For instructions on how to enable pop-up windows or add specific URLs in the Exceptions list, please refer to your browser's documentation or online help section.*

Some interfaces in the system, such as viewing reports, require that a Portable Document File (PDF) reader be installed in your workstation. PDF generated pages have been extensively tested to work well with Adobe's PDF Reader version 5 and later. However, these interfaces should also work well with other free, multi-platform PDF readers, such as XPDF.

2.4. User Access Levels

Generally, users are not required to log-in to the system to use the OPAC. Students, faculty, and staff of the University are only required to login if they need to check their Electronic Library Card, place online reservations, recommend titles for future acquisition, or post comments.

Section 3. Getting Started

3.1. User Information

Profiles of students, faculty, and staff of the University, including Login accounts (e.g., usernames, passwords) and other personal information (e.g., name, user group, college, email address) are maintained in the local database of iLib. Patron information can be created locally in the Admin Module and/or, if available, these information can be automatically fetched from other online services of the University, such as, the Lightweight Directory Access Protocol (LDAP) server or the Computerized Registration System (CRS) database.

Implementation of iLib varies from one UP Constituent University to another. In Diliman, for instance, profiles of students, faculty, and staff are automatically obtained from an LDAP server. As of this writing, though, other Constituent Universities have not yet implemented interfaces with LDAP or the CRS.

3.2. Accessing iLib

Since iLib is implemented in each of the seven (7) UP Constituent Universities (CUs) as of November 2007, each instance of the iLib system is assigned a unique URL. In general, URLs assigned to iLib servers in the different CUs have common format, that is, the URLs begin with the word "ilib" followed by the domain name of the CU. For instance, iLib in Diliman can be accessed thru the URL http://ilib.upd.edu.ph; for Manila, http://ilib.upm.edu.ph; for Baguio, http://ilib.upb.edu.ph; for Mindanao, http://ilib.upmin.edu.ph; for Los Baños, http://ilib.uplb.edu.ph; for Open University, http://ilib.upou.edu.ph; and so on.

***Note:** Other CUs that have not assigned fully qualified hostnames to their iLib servers use public IP addresses to make their servers accessible over the web. For the specific IP address assigned to iLib server in a particular CU, please inquire from any library under this CU.*

For purposes of documenting the system, iLib system referred to in this user's manual is the **Diliman iLib**, and all other samples used, such as records, library units, and library users, are from Diliman libraries.

To access iLib, open your web browser and type the server's URL in the address bar.

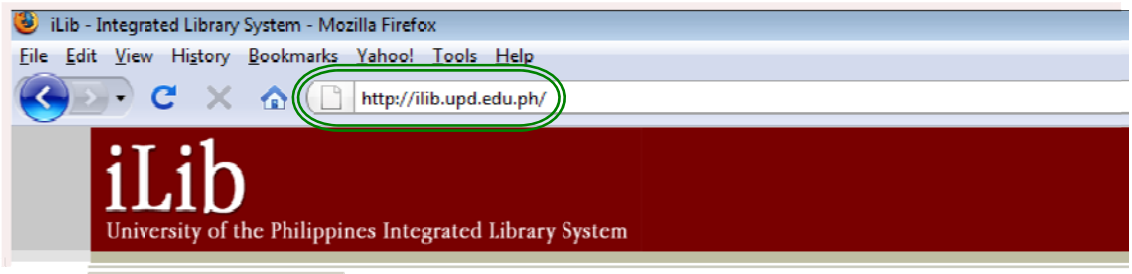

iLib - Integrated Library System - Mozilla Firefox
File Edit View History Bookmarks Yahoo! Tools Help
http://ilib.upd.edu.ph/
iLib
University of the Philippines Integrated Library System

Figure 1: Website URL

3.3. Logging On

In general, researchers are not required to login to iLib to use the basic features of the OPAC. However, students, faculty, and staff of the University can login to access the special features of the system.

> ***Note:*** *Diliman users can login using their UP WebMail accounts. Students, faculty, and staff from other UP Constituent Universities, please refer to your respective college/unit libraries on how to obtain your usernames and passwords.*

To login to iLib, enter your *username* and *password* in the respective textboxes on the upper right section of the site (as shown in Figure 2), hit "Enter" or click the "Login" button.

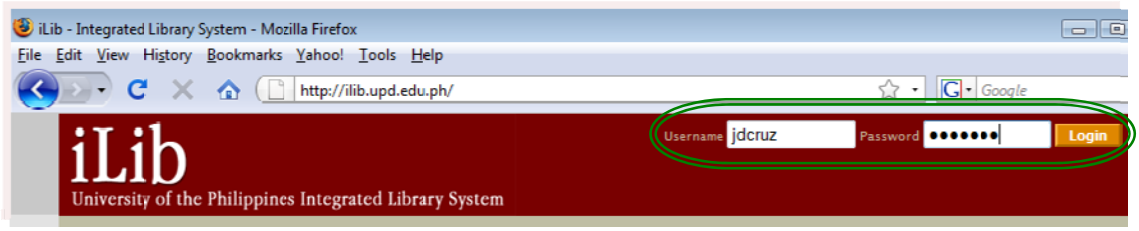


Figure 2: Login Form

3.4. System Menu

By default, all users accessing iLib will see a common interface and the same set of menu options (shown in Figure 3).

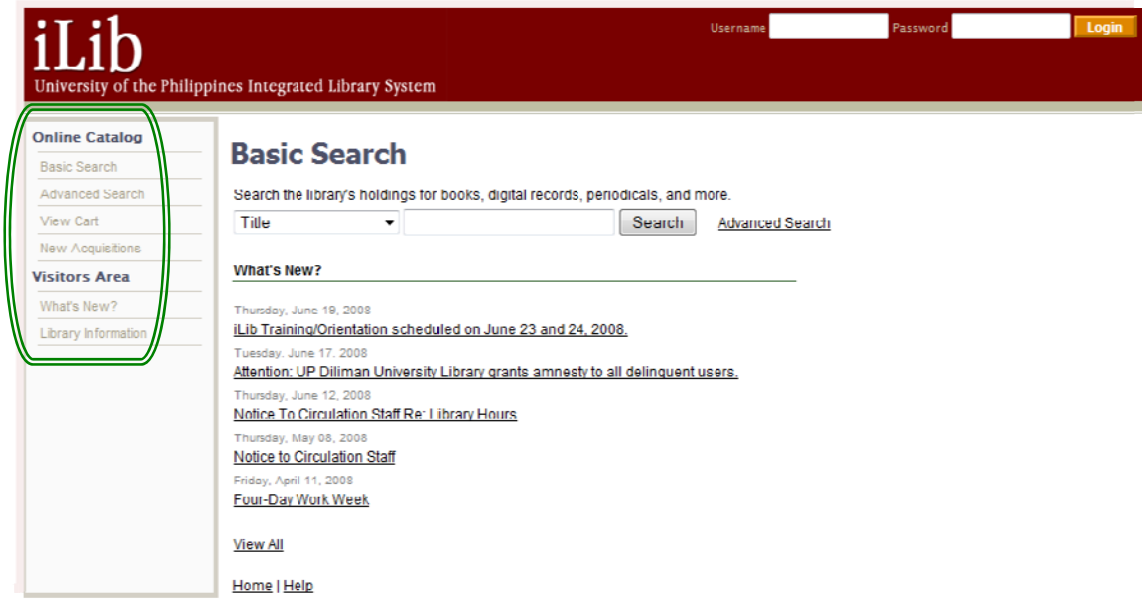


Figure 3: Common Interface and Main Menu

The main menu appears on the left side of the screen, with "Online Catalog" and "Visitors Area" as the main menu groups (highlighted in Figure 3). Option to log-in is also available on the upper right section of the site.

Once logged-in, you will see an additional menu group called "My Library" in the main menu (highlighted in Figure 4).

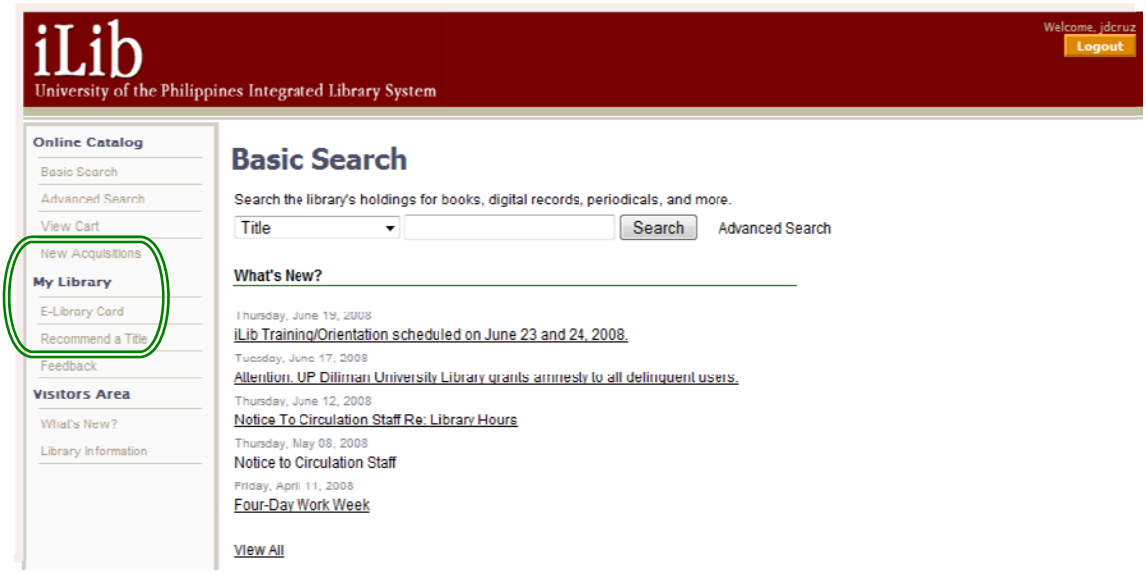


Figure 4: Main Menu for Logged-in Users

A welcome message with your login name will also be displayed on the upper right section of the site.

A detailed description of each menu item is covered in Section 4 (Graphical User Interfaces).

3.5. Changing Username and Password

Since iLib was originally developed to interface with a Lightweight Directory Access Protocol (LDAP) server for login authentication, it does not provide an interface for you to change password from within the system. Changing passwords should be done from another system connected to an LDAP server (e.g., WebMail). However, this only applies to those currently implementing iLib with LDAP.

System Administrators of iLib systems without interface with LDAP can still manage their users' profiles from the Admin interface of system. Therefore, request for updating user profile or change of password should be coursed to your iLib System Administrator.

3.6. Exit System

When you are logged-in to iLib, you are advised to logout after using the system to prevent other users from using your account. To logout, simply click the “Logout” button available at the top-right section of the site (see Figure 4).

You may also choose to close your web browser to terminate the browser’s active session with iLib. This is an alternative means of logging-out of the system.

Section 4. Graphical User Interfaces

This section describes in detail all the user interfaces and functionalities available in the Online Public Access Catalog module.

The default interface of iLib is the "Basic Search" (discussed in Section 4.1.1). Below the Basic Search form is the "What's New?" section (discussed in Section 4.3.1) where all announcements, notices, and important messages are displayed.

4.1. Online Catalog

The Online Catalog is the first menu group available in the main menu. This menu group, being the major component of the OPAC Module, provides users with two (2) different search options, a facility to manage bookmarked items, and an interface for viewing new acquisitions list.

4.1.1. Basic Search

The Basic Search provides a simple search form with one (1) search box and an option to search in specific fields (shown in Figure 5).

To begin a search, simply type your *search expression* in the search box and click the "Search" button or hit the "Enter" key (Carriage Return) on your keyboard.

Using the drop-down menu, you can limit the search in a particular field. Search fields available are: Author, Accession Number, Call Number ISBN/ISSN, Publisher, Title, and Any Field. The default search field is the Title field.

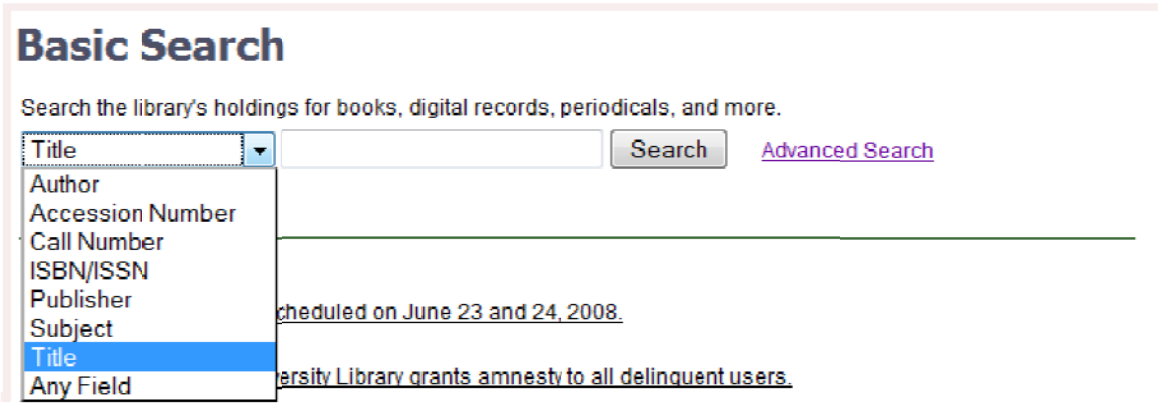


Figure 5: Basic Search Interface

Some useful search how-to's:

When searching for a specific title, enter the complete title:

Studies in the sociology and economics in Japan

or just keywords within the title:

Studies sociology economics Japan

For author search, enter the full name of the author in any order:

Ambeth Ocampo or **Ocampo, Ambeth**

When searching for accession number, enter the complete accession number:

FI-13210 or **11073p**

For call number search, enter the complete call number:

QA 76.15 D36 1983 or **QA76.15D361983** (without spaces)

or just the beginning of the call number if you wish to get titles of the same classification number:

QA 76.5 or **QA76.5** (without spaces)

For ISBN and ISSN search, enter the 10-digit/13-digit ISBN or 8-digit ISSN:

981-247-062-X or **981247062X** (without the hyphens)

When searching for a publisher's name, enter the complete name of the publisher:

The Macmillan Company

or just the major keyword/s in the publisher's name:

Macmillan

For subject searches, enter the complete subject entry in a subject heading form:

World War II, 1939-1945--United States

or just keyword/s / phrase within the subject:

World War II United States

For a broad search in the database, use the Any Field option. The Any Field search will search all major fields in the database, such as, Author, Title, Publisher, Subject, General Notes, Content Notes, Series, and Abstract/Summary.

Search Tips:

1) *You can change the sequence of the keywords in your search and still get the same result. This applies for search in the fields Title, Author, Publisher, Subject, and Any Field.*

2) *Punctuation marks and other special symbols, when part of the search word, such as: colon(:), comma(,), semi-colon(;), period(.), question mark(?), tilde(~), back tick(`), exclamation point(!), at sign(@), number sign(#), dollar sign($), percent sign(%), caret/hat sign(^), hyphen(-), plus sign(+), open and close parenthesis(), square brackets[], curly braces{}, vertical bar(|), backslash(\), forward slash(/), greater than and less than symbols<>, and double quotations marks(“), are ignored.*

3) *To do a right-truncated search, append an asterisk (*) immediately after the search word. Example: when you enter SURFI* as your search word, you will get all records with words beginning with SURFI, such as: SURFING, SURFICIAL, etc. (Note: this search technique does not apply when searching for accession numbers).*

4) *Search in any of the fields is case-insensitive (uppercase or lowercase).*

4.1.2. Advanced Search

For more complex search requirements and very specific search inquiries, an Advanced Search interface is provided. Using this interface, you can combine search expressions and select from a number of search limits.

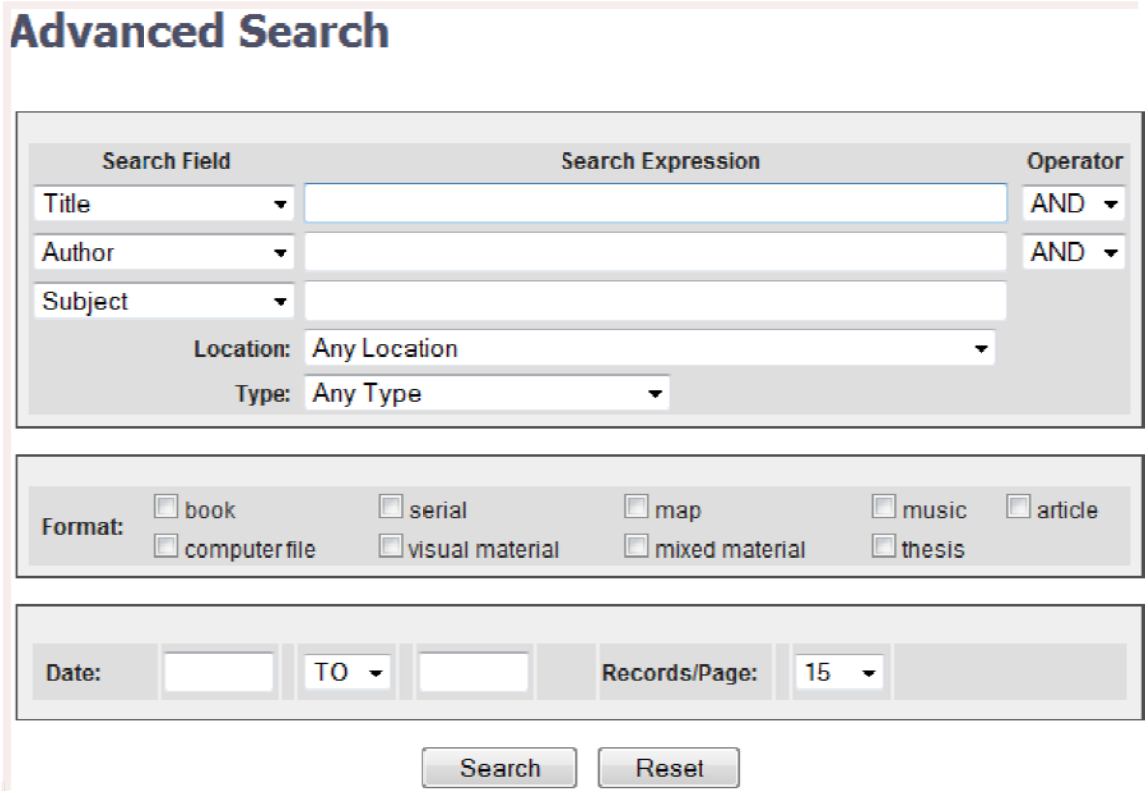


Figure 6. Advanced Search Interface

The Advanced Search interface (Figure 6) includes three (3) search boxes, three (3) drop-down menus for search fields, and two (2) drop-down menus for Boolean Operators that allow you to combine search expressions. Fill-in one (1) or all of the search boxes and select specific fields for each search expression, then combine the search expression using Boolean Operators AND or OR.

To illustrate how to use the different options available in this interface, we will use the two common types of information search, namely: *Known-Item Search* and *Subject Search*.

A *Known-Item Search* is when at least certain information about the records being searched are known, e.g., title or author. On the other hand, a *Subject Search* is a type of search where unknown items, which may satisfy an information need, are being searched for.

Figure 7 shows a Known-Item Search using the Advanced Search interface.

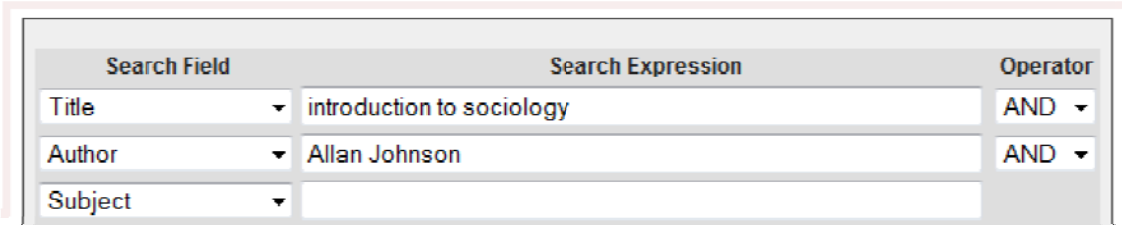


Figure 7. Known-Item Search Sample

To search for a known title and author, enter the title in the first search box and select "Title" in the first drop-down menu (by default, Title is already selected in the first drop-down menu in the Search Field column).

Next, enter the name of the author in the second search box and select "Author" in the second drop-down menu (by default, Author is already selected in the second drop-down menu in the Search Field column).

Next, select "AND" in the Boolean operator drop-down menu (by default, Boolean AND is already selected in the first drop-down menu in Operator column).

Using Boolean AND operator to combine the two search expressions means that the database will only return records with title "introduction to sociology" written by the author "Allan Johnson". Using Boolean OR operator, on the other hand, will retrieve all records with title "introduction to sociology" written by "Allan Johnson" and/or records with the same title written by other authors, and/or other works written by "Allan Johnson".

Generally, using Boolean AND operator to combine search expressions will yield low recall (few records returned) but with high precision (highly relevant results). On the other hand, using Boolean OR operator will yield high recall (more records returned) but with low precision (only a few relevant records from the total records returned by the search).

Figure 8 shows a Subject Search using the Advanced Search Interface.

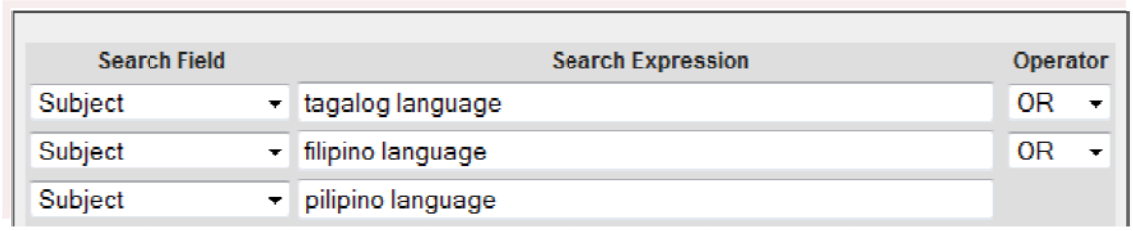


Figure 8. Subject Search Sample

To search for a subject, enter a keyword or phrase in any of the three (3) search boxes. You may combine search expressions by filling-in two (2) or all three (3) of the search boxes in the form and selecting the desired Boolean operator to use.

Figure 8 shows a combination of three (3) search phrases using Boolean OR operator. In this search strategy, the database may return records where any or all of the three search phrases appear in the subject field.

For a more complex search requirement, other options are provided to narrow down your search.

The following figures show other search options available in the Advanced Search.

The Location drop-down list (Figure 9) provides an option to narrow down the search to a specific location or library unit. By default, Any Location is selected which means the search will retrieve all records matching the search expression found in any of the libraries available in the list.

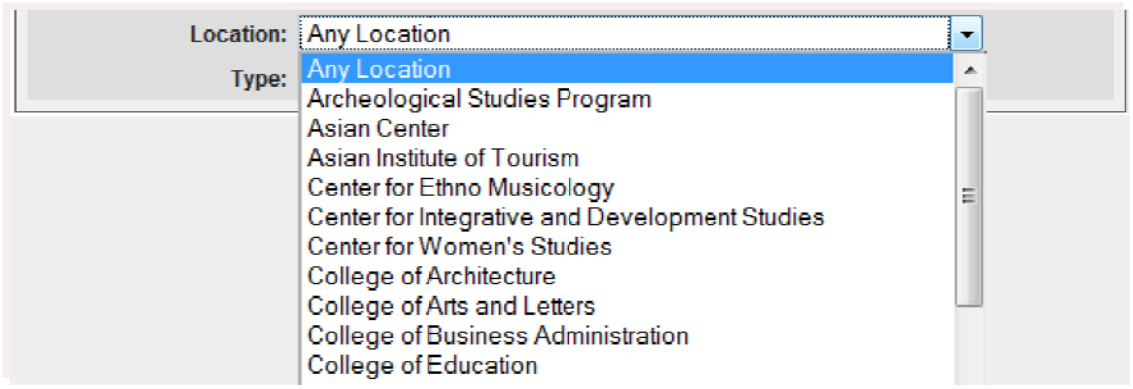


Figure 9. Location Drop-down List

The Type drop-down list (Figure 10) provides an option to narrow down the search to a specific Type of Circulation material. By default, the Any Type option is selected which will search all materials matching the search expression regardless of the Circulation type.

Circulation types available in the drop-down list may vary from one Constituent University to another, depending on the preferences of the libraries using the system.

Typical circulation types include: Regular Circulation (two-week book); Reserve Book (overnight use only); Reference Book; and Room-Use Only.

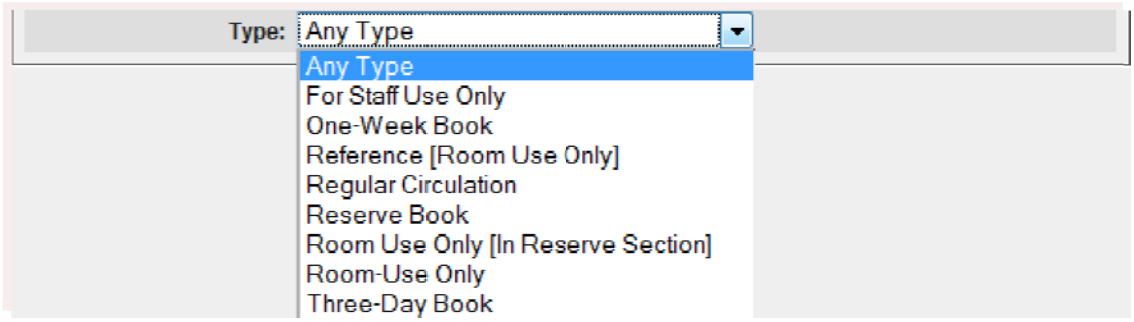


Figure 10. Circulation Type Drop-down List

The Format section (Figure 11) provides an option to limit your search to specific types of materials. Clicking on any of the checkboxes will limit your search to that specific material type. By default, no checkbox is selected which means your search will retrieve all relevant records matching the search expression regardless of the type of material.

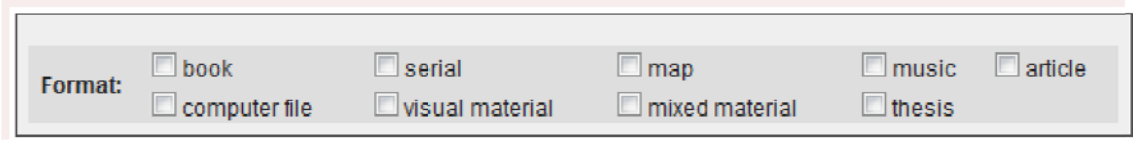


Figure 11. Format Options

Figure 12, on the other hand, shows two more options to narrow down your search. The date text boxes allow you to limit your search on specific year/s of publication or copyright. If you know the exact year a material was published, you can fill-in one of the two text boxes for Date.

If you wish to retrieve all records published within a given date range, e.g., from 2000 to 2008, you may enter the beginning and ending dates (as shown in Figure 12) and select "TO" in the drop-down list. Finally, if you are looking for materials possibly published in one of two specific periods, e.g., 2000 or 2008, you should select the "OR" option from the drop-down list.

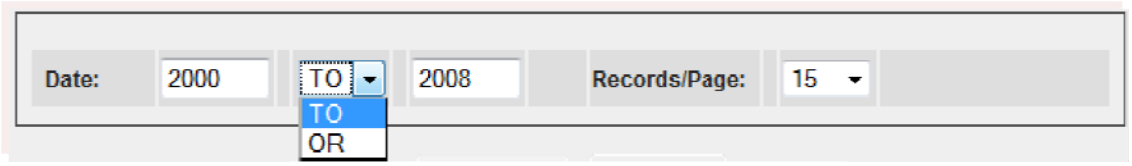


Figure 12. Date and Records/Page Options

Lastly, you may choose to limit the number of records that will be displayed at a time in the results page by using the Records/Page drop-down option. By default, fifteen (15) records will be displayed in the result set at a time. You may increase the number of records to be displayed at a time to 25, 50, or 100 by changing the preferred value in the Records/Page drop-down option.

To begin searching, click the "Search" button (shown in Figure 13). Clicking the "Reset" button (also shown in Figure 13), on the other hand, will clear the search boxes and reset all drop-down menus to their default values.

Figure 13. Search and Reset Buttons

4.1.3. Search Result

The Search Result page shows you a brief display of the records returned from your search. Figure 14 shows a sample results page with 517 records found.

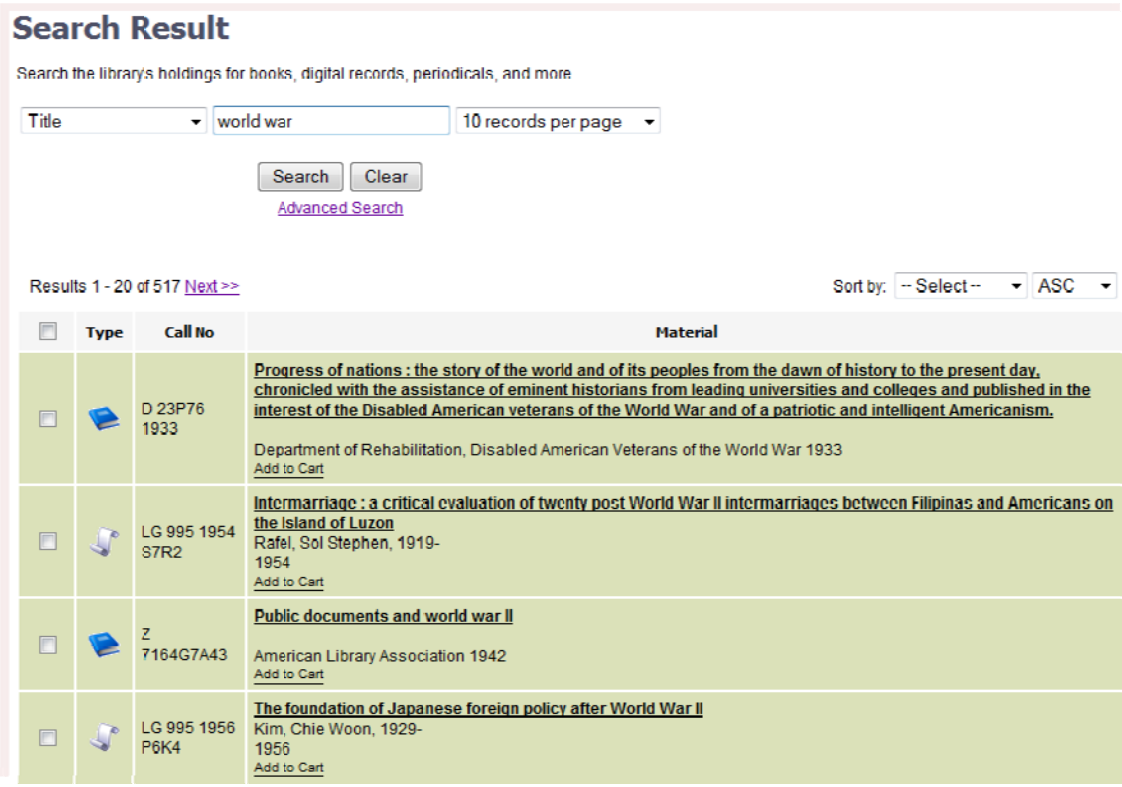

Search Result
Search the library's holdings for books, digital records, periodicals, and more
Title
world war
10 records per page
Search
Clear
Advanced Search
Results 1 - 20 of 517 Next >>
Sort by: -- Select --
ASC
Type
Call No
Material
D 23P76 1933
Progress of nations : the story of the world and of its peoples from the dawn of history to the present day, chronicled with the assistance of eminent historians from leading universities and colleges and published in the interest of the Disabled American veterans of the World War and of a patriotic and intelligent Americanism.
Department of Rehabilitation, Disabled American Veterans of the World War 1933
Add to Cart
LG 995 1954 S7R2
Intermarriage : a critical evaluation of twenty post World War II intermarriages between Filipinas and Americans on the island of Luzon
Rafel, Sol Stephen, 1919-
1954
Add to Cart
Z 7164G7A43
Public documents and world war II
American Library Association 1942
Add to Cart
LG 995 1956 P6K4
The foundation of Japanese foreign policy after World War II
Kim, Chie Woon, 1929-
1956
Add to Cart

Figure 14. Search Result Page

By default fifteen records will be shown at a time. A navigation link (pager) will be shown above the results sub-section and at the bottom section of the page when the search results returned is greater than fifteen (15). The records per page can be changed from the Basic and Advanced Search forms before executing the search.

The first column in the results table (Figure 14) shows a checkbox before each record in a row which can be used to bookmark records (Add to Cart) for processing at a later time, e.g., printing, sending to email (explained further in the View Cart sub-section).

The second column (in Figure 14) shows an icon representing the type of material for each record in a row.

Tip: *To show what type of material an icon represents in the results page, roll the mouse over the icon.*

The table below shows all available icons currently used by iLib and the type of material each one represents.

Icon	Material Type
	Article
	Book
	Serial / Continuing Resource
	Computer File / Electronic Resource
	Map
	Mixed Material
	Music
	Thesis
	Visual Material
	Analytics

Table 1. Types of Material

The third column (in Figure 14) shows the Call Number assigned to each record in a row.

The fourth (last) column (in Figure 14) shows the brief bibliographic information for each record and usually contains the following fields: title proper and sub-title (if available); personal author or corporate name; publisher; and date of publication.

In the same column (Column 4), below the bibliographic information, an option to bookmark the record, labeled "Add to Cart", is also available. Clicking the "Add to Cart" link will add the record to your Cart List (explained further in the View Cart sub-section). For items already added to your Cart, the label will change to "Remove from Cart" which you can use to remove bookmarked records from your Cart List.

Finally, an option to sort the results is available at the upper right portion of the results sub-section (highlighted in Figure 15). Records can be sorted by author, title, call number, and year in ascending or descending order by selecting the preferred "Sort field" and "Sort order" from the drop-down lists available.

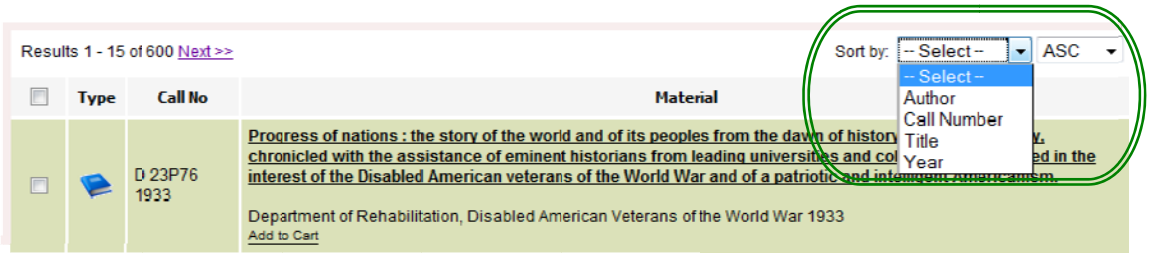


Figure 15. Sort Options

To view the the details of each record, click on its "title".

4.1.4. Record Details

The record details page provides three (3) different types of views, namely: Brief Record; Full Record; and MARC Record display. Each view is represented by a tab.

Figure 16. Details: Brief Record

The Brief Record tab (Figure 16) shows the most common bibliographic information describing a material, such as: call number; author; title; publication data (place, publisher, date); physical description; and subjects.

Notice the links on names of authors and subject entries in this view (highlighted in Figure 16). Clicking on an author's name will trigger a search for other works of that author while clicking on a subject entry will retrieve records of the same subject.

The Full Record tab (shown in Figure 17), on the other hand, provides a complete bibliographic information describing a material. Links on author names and subject entries are also available in this view.

Figure 17. Details: Full Record

Finally, the MARC Record tab provides an interface specifically designed for catalogers. It shows the record details in MAchine Readable Cataloging (MARC) format in a human-readable form. MARC is a standard format used in library systems for exchange of electronic cataloging records across different platforms.

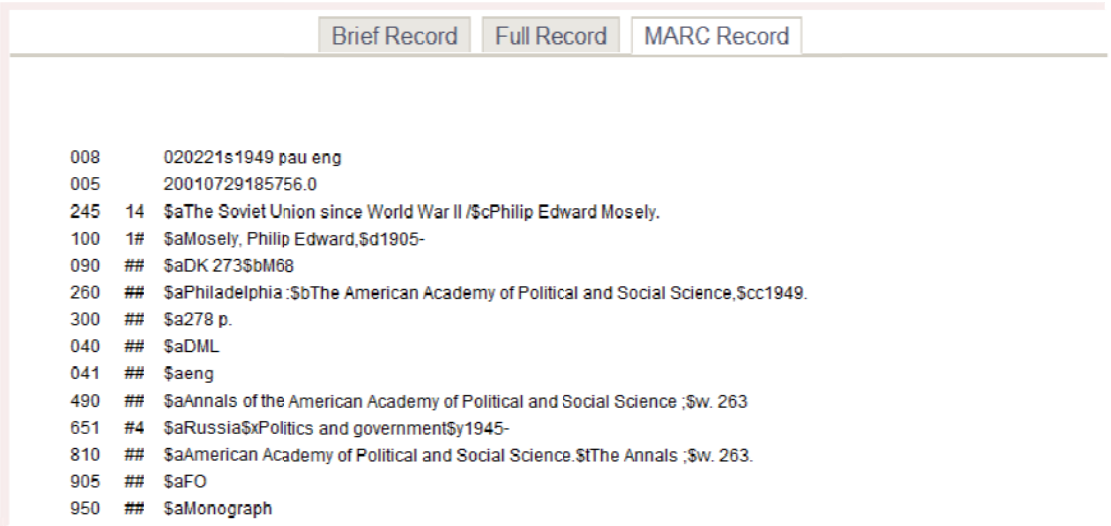
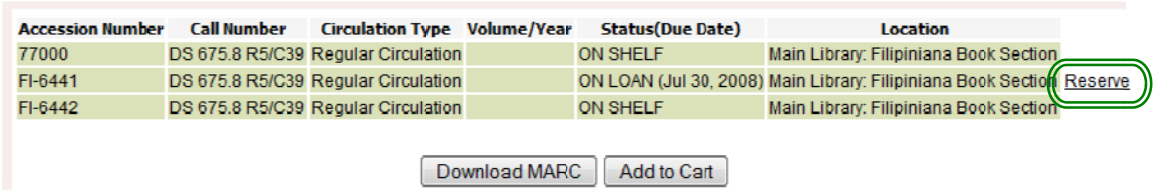

Brief Record
Full Record
MARC Record
008 020221s1949 pau eng
005 20010729185756.0
245 14 $aThe Soviet Union since World War II /$cPhilip Edward Mosely.
100 1# $aMosely, Philip Edward,$d1905-
090 ## $aDK 273$bM68
260 ## $aPhiladelphia :$bThe American Academy of Political and Social Science,$cc1949.
300 ## $a278 p.
040 ## $aDML
041 ## $aeng
490 ## $aAnnals of the American Academy of Political and Social Science ;$w. 263
651 #4 $aRussia$xPolitics and government$y1945-
810 ## $aAmerican Academy of Political and Social Science.$tThe Annals ;$w. 263.
905 ## $aFO
950 ## $aMonograph

Figure 18. Details: MARC Record

Below the Record Details page is the holdings information (shown in Figure 19). This table shows the available copies of a specific title which may be available in one or more college/unit libraries.



Accession Number	Call Number	Circulation Type	Volume/Year	Status(Due Date)	Location	
77000	DS 675.8 R5/C39	Regular Circulation		ON SHELF	Main Library: Filipiniana Book Section	
FI-6441	DS 675.8 R5/C39	Regular Circulation		ON LOAN (Jul 30, 2008)	Main Library: Filipiniana Book Section	Reserve
FI-6442	DS 675.8 R5/C39	Regular Circulation		ON SHELF	Main Library: Filipiniana Book Section	

Download MARC Add to Cart

Figure 19. Details: Holdings

The table displays the following information in detail:

- Accession Number (column 1) – the unique identifier of each copy of the material;
- Call Number (column 2) – serves as locator of physical material on shelf;
- Circulation Type (column 3) – common values are: "Regular Circulation", "Reserve Book", "Room-Use only", "Reference", etc.;
- Volume/Year (column 4) – used for Multi-volume materials (optional);
- Status (column 5) – possible values are: ON-SHELF, ON LOAN (including the due date), IN PROCESS, LOST, and LONG OVERDUE;
- Location (column 6) – the name of college/unit library where the physical copy of the material can be found; and
- Reservation option (column 7) – used to place online reservation on specific copy of the material.

To place an online reservation, click the "Reserve" link (highlighted in Figure 19). This feature is discussed in detail in the next sub-section.

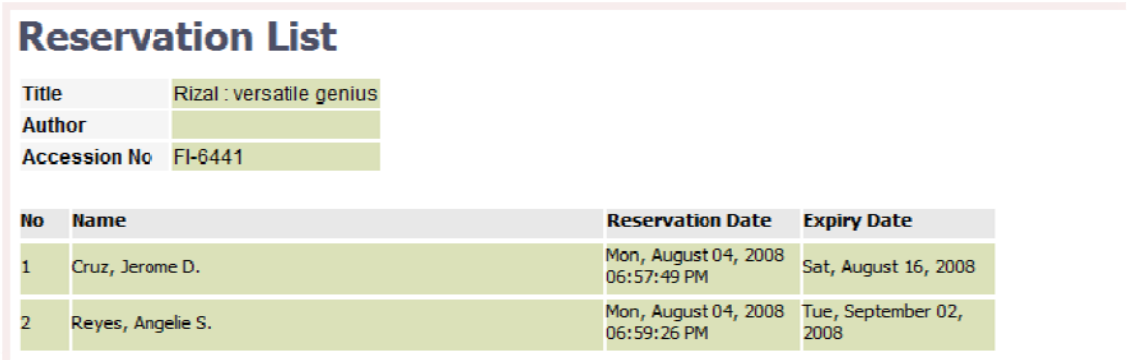
Below the holdings table are two buttons, namely "Download MARC" and "Add to Cart". The Download MARC button is designed specifically for catalogers wanting to save a copy of the record in MARC format. This function will allow a cataloger to export / save the record in a file which can be imported into another cataloging system that is also MARC compliant.

The "Add to Cart" button, as discussed in the previous sub-section, is used to bookmark records for processing at a later time, e.g., printing, sending to email (explained further in Section 4.1.6).

4.1.5. Online Reservation

This feature is used to place reservations for an item you wish to borrow in the future. The "Reserve" link (highlighted in Figure 19) is only available for "Reserve Books" and currently On-Loan circulation materials.

Upon clicking the "Reserve" link, the interface "Reservation List" will be shown (Figure 20). This interface provides information on the reservation details for a copy of a material, such as: title, author, accession number, name of borrower who placed reservation, the date and time the reservation was submitted, and expiration date of reservation. Reservation for an item is by priority, that is, whoever places the first reservation is the first priority and appears as number one (1) in the Reservation List, the second is number two (2), and so on.



Reservation List

Title	Rizal : versatile genius
Author	
Accession No	FI-6441

No	Name	Reservation Date	Expiry Date
1	Cruz, Jerome D.	Mon, August 04, 2008 06:57:49 PM	Sat, August 16, 2008
2	Reyes, Angelie S.	Mon, August 04, 2008 06:59:26 PM	Tue, September 02, 2008

Figure 20. Reservation List

Notes:

Reservation effectivity for Reserve books is within the same day and reservation effectivity for Circulation books is three (3) days beginning from the due date of the borrowed item or three (3) days from the current date if item is already overdue.

For reserved items returned after the due date, the Expiration Date will be automatically adjusted based on the date the item was returned.

Once a copy of a material has been reserved, it cannot be borrowed by another user unless the reservation has expired or cancelled by the user who placed the reservation or by the circulation staff.

The borrower who placed the reservation will be notified thru email once the item has been returned and checked-in by the circulation staff.

Reservations placed online can be viewed and cancelled in the Reservations tab under the E-Library Card section.

4.1.6. View Cart

The "View Cart" option brings you to the Item Cart List interface (shown in Figure 21) where all items you have bookmarked from the Search Results page or from the Record Details page are listed.

This interface is somehow similar to the search results page where a brief display of bibliographic information for each record added to the cart is shown. The link on the title, when clicked, will show the record details for that item.

Figure 21. Item Cart List

Available options in this interface are: "Back to Search Results", "Remove from Cart", and "Preview". Hitting the "Back to Search Results" button will bring you back to the Search Results page.

The checkbox before each record (highlighted in Figure 21) can be used to remove items from the Cart List. To remove an item, simply click on the checkbox and hit the "Remove from Cart" button.

The "Preview" button can be used to generate a reference list in bibliography form.

Notes:

When you bookmark ("add to cart") records, these are only stored temporarily together with your other session data and will be removed or destroyed when you log-out of the system or when you close all instances of your Web browser.

To save a copy of your Cart Items, you can print or send the list to your email.

Upon hitting the "Preview" button, a pop-up window will open and display the records in the Cart List in a bibliography format (shown in Figure 22).

As part of the bibliography-formatted list, below each record, is a call number and the corresponding location or name of college/unit library that owns a copy of the item. If an item is available in multiple locations, all locations are reflected opposite their associated call numbers.

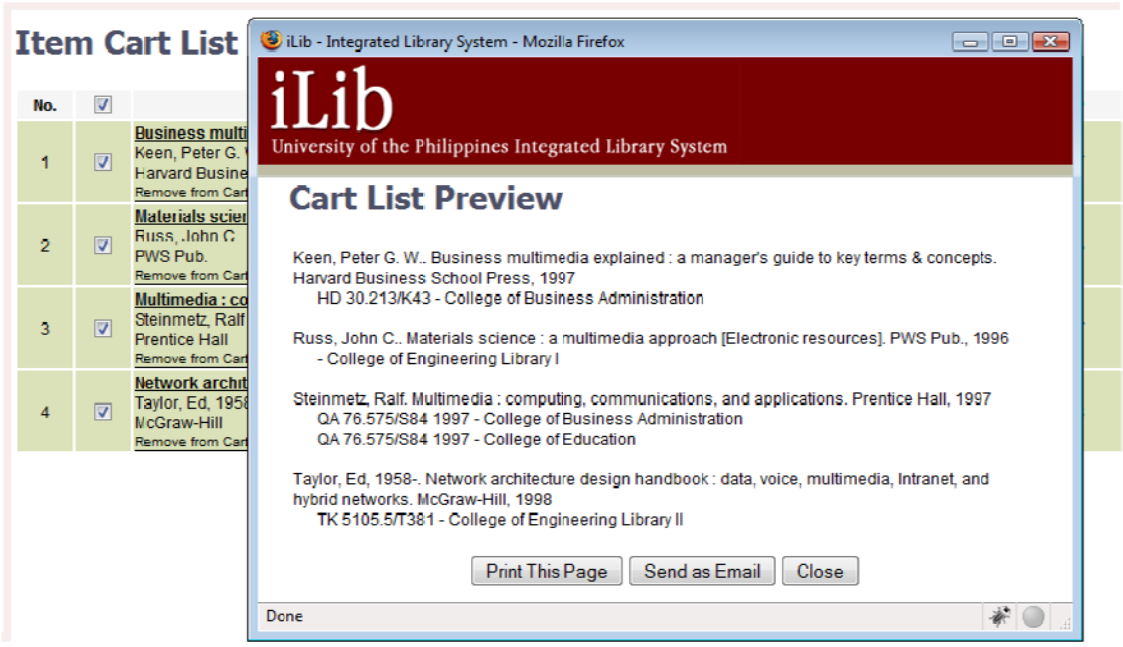

Item Cart List
No.
1
2
3
4
Remove from Cart
iLib - Integrated Library System - Mozilla Firefox
iLib
University of the Philippines Integrated Library System
Cart List Preview
Keen, Peter G. W.. Business multimedia explained : a manager's guide to key terms & concepts. Harvard Business School Press, 1997
HD 30.213/K43 - College of Business Administration
Russ, John C.. Materials science : a multimedia approach [Electronic resources]. PWS Pub., 1996
- College of Engineering Library I
Steinmetz, Ralf. Multimedia : computing, communications, and applications. Prentice Hall, 1997
QA 76.575/S84 1997 - College of Business Administration
QA 76.575/S84 1997 - College of Education
Taylor, Ed, 1958-. Network architecture design handbook : data, voice, multimedia, Intranet, and hybrid networks. McGraw-Hill, 1998
TK 5105.5/T381 - College of Engineering Library II
Print This Page
Send as Email
Close
Done

Figure 22. Cart List Preview

From this pop-up window, you can generate a print-out of the page by clicking on the "Print This Page" button or send the list to your email by hitting the "Send as Email" button.

Upon clicking on the "Send as Email" button, another pop-up window will appear asking you for an email address (shown in Figure 23).

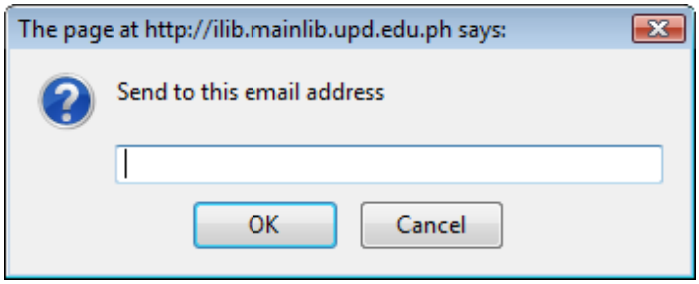


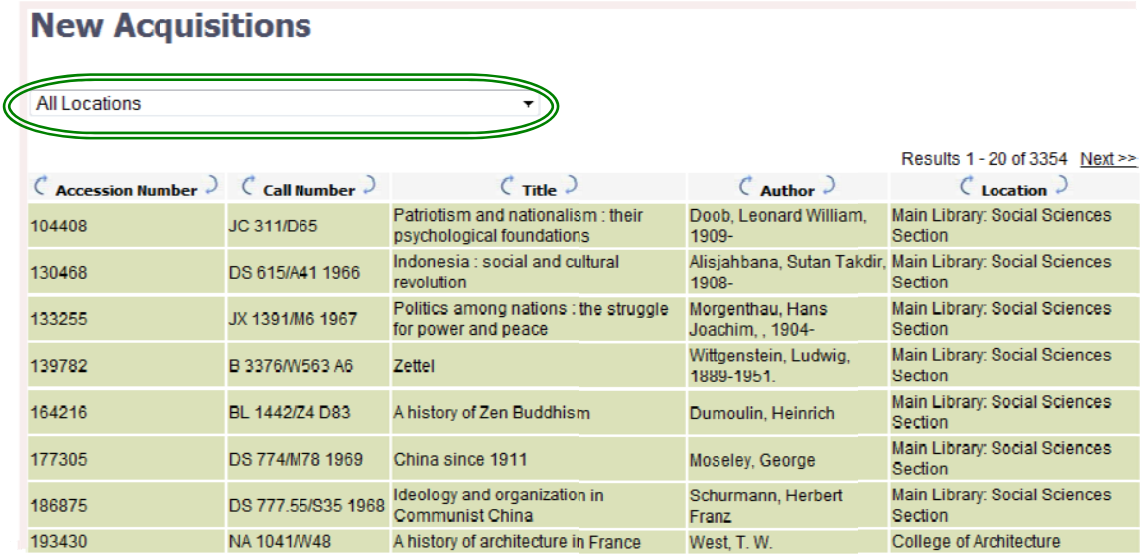
Figure 23. Send to Email

Enter a valid email address and click the "OK" button. The bibliography will be sent to the email address shortly. Hitting the "Cancel" button will close the pop-up window without emailing the list.

4.1.7. New Acquisitions

The New Acquisitions interface (shown in Figure 24) allows users to view the most recent materials acquired or cataloged by the library. Basic information, such as accession number, call number, title, author, and location, are displayed in this interface.

By default, the page will display new acquisitions from all College/Unit libraries. To view the new acquisitions list of a specific library unit, click on the drop-down menu for locations (highlighted in Figure 24) and select the preferred College/Unit library.



New Acquisitions

All Locations

Results 1 - 20 of 3354 Next >>

Accession Number	Call Number	Title	Author	Location
104408	JC 311/D65	Patriotism and nationalism : their psychological foundations	Doob, Leonard William, 1909-	Main Library: Social Sciences Section
130468	DS 615/A41 1966	Indonesia : social and cultural revolution	Alisjahbana, Sutan Takdir, 1908-	Main Library: Social Sciences Section
133255	JX 1391/M6 1967	Politics among nations : the struggle for power and peace	Morgenthau, Hans Joachim, , 1904-	Main Library: Social Sciences Section
139782	B 3376/W563 A6	Zettel	Wittgenstein, Ludwig, 1889-1951.	Main Library: Social Sciences Section
164216	BL 1442/Z4 D83	A history of Zen Buddhism	Dumoulin, Heinrich	Main Library: Social Sciences Section
177305	DS 774/M78 1969	China since 1911	Moseley, George	Main Library: Social Sciences Section
186875	DS 777.55/S35 1968	Ideology and organization in Communist China	Schurmann, Herbert Franz	Main Library: Social Sciences Section
193430	NA 1041/W48	A history of architecture in France	West, T. W.	College of Architecture

Figure 24. New Acquisitions

The list can also be sorted by any of the available fields by clicking on the "curved arrows" before and after each field name. A click on the curved arrow pointing upwards will sort the associated field in "ascending order" while a click on the curved arrow pointing downwards will sort the associated field in "descending order".

4.2. My Library

The My Library sub-section provides additional options for legitimate members of the University of the Philippines, e.g., students, faculty, staff, or other users given library privileges.

> ***Note:***
>
> *Interfaces in the My Library sub-section requires valid login and password. This interface is not visible to non-members of the University or public users in general*

4.2.1. E-Library Card

The Electronic Library Card (shown in Figure 25) is the electronic version of your Borrower's Card traditionally used in the library when recording circulation transactions (e.g., loans, returns).

The E-Card shows your personal information, such as, your Borrower ID, Name, and College. In addition, it also keeps a record of all your transactions with the library/libraries. These transactions are grouped into four tabs as shown in Figure 25.

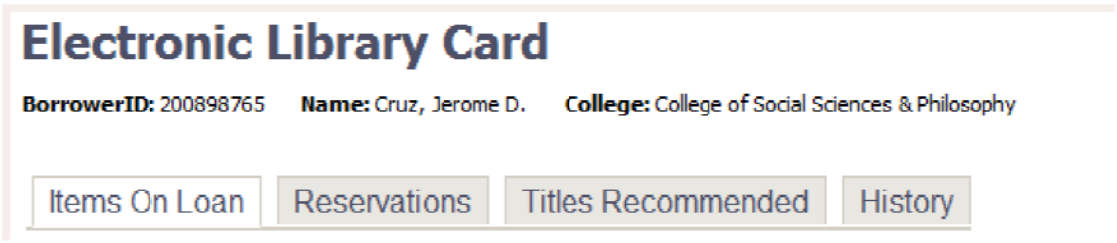


Figure 25. Electronic Library Card

The default tab is the "Items On Loan" tab where all your currently loaned materials are listed (shown in Figure 26). It shows brief information for each of your borrowed item, such as, accession number, title, author, call number, borrowed date, due date, fine (for overdue items, if any), and location.

Figure 26. E-Card: Items On Loan

The "Reservations" tab (shown in Figure 27), on the other hand, summarizes all reservations you have placed online, including brief information about each item you have reserved, such as, accession number, title, author, requested date, expiry date, and location.

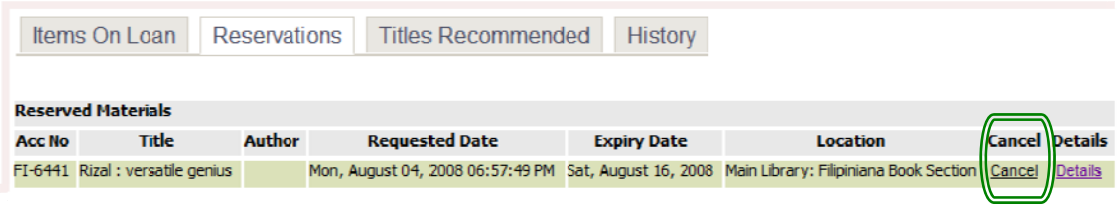


Figure 27. E-Card: Reservations

From this interface, you can cancel the reservations you have placed online by clicking on the "Cancel" link (highlighted in Figure 27) associated with each item you have reserved.

You may also view the status of your individual reservations by clicking on the "Details" option. Clicking the "Details" link will display the Reservation List (previously discussed in Section 4.1.5) where you can see the status of your reservation including your position in the priority list (if there are others who have placed reservation on the same item).

The third tab is labeled "Titles Recommended" (shown in Figure 28). This tab lists down all titles you have submitted to the library/libraries for future acquisitions. Information you will see from this interface include, the title, author, requested date, status of your request, and an option to cancel your request.

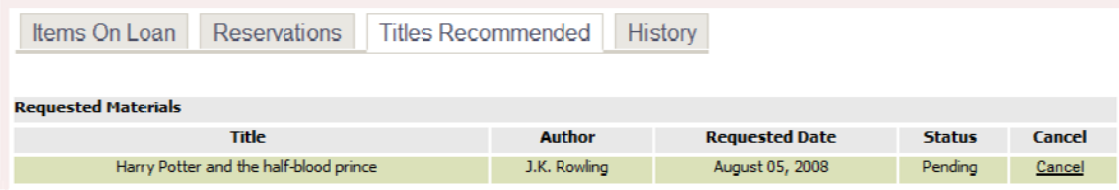


Figure 28. E-Card: Titles Recommended

The status of your request may vary depending on the actions that have been taken by the acquisitions staff in charge of the library unit where your request was forwarded. Possible values you can see in the "Status" column include: *approved*; *disapproved*; *forwarded*; or *pending*.

Information on how to recommend a title for possible acquisition is discussed in Section 4.2.2.

The last tab in the Electronic Library Card interface is the "History" tab (shown in Figure 29). Here you can see all records of your past transactions. This is useful if you need to check what you have borrowed, returned, or renewed in any of the libraries in your Constituent University. This can also serve as an unofficial receipt of all your library transactions, e.g., paid fines.

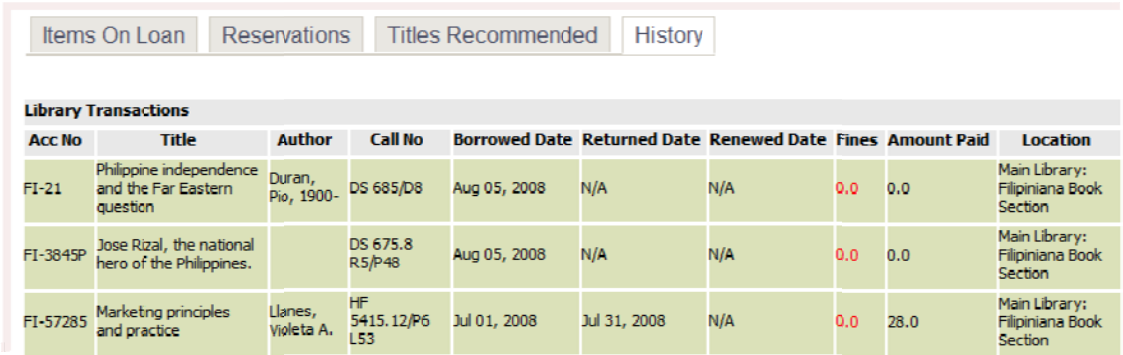


Figure 29. E-Card: History

4.2.2. Recommend a Title

This interface allows you to submit request for materials for possible purchase of a library unit. A form (shown in Figure 30) is provided for you to fill-in information about the material you wish to recommend.

Your personal information, such as name, email address, college are already shown in the form. On the other hand, you are required to fill-in information about the material you wish to recommend, specifically the material type (available as a drop-down menu) and the title. Other fields are not required but will be helpful to the acquisitions staff if you can provide as much bibliographic information as you know.

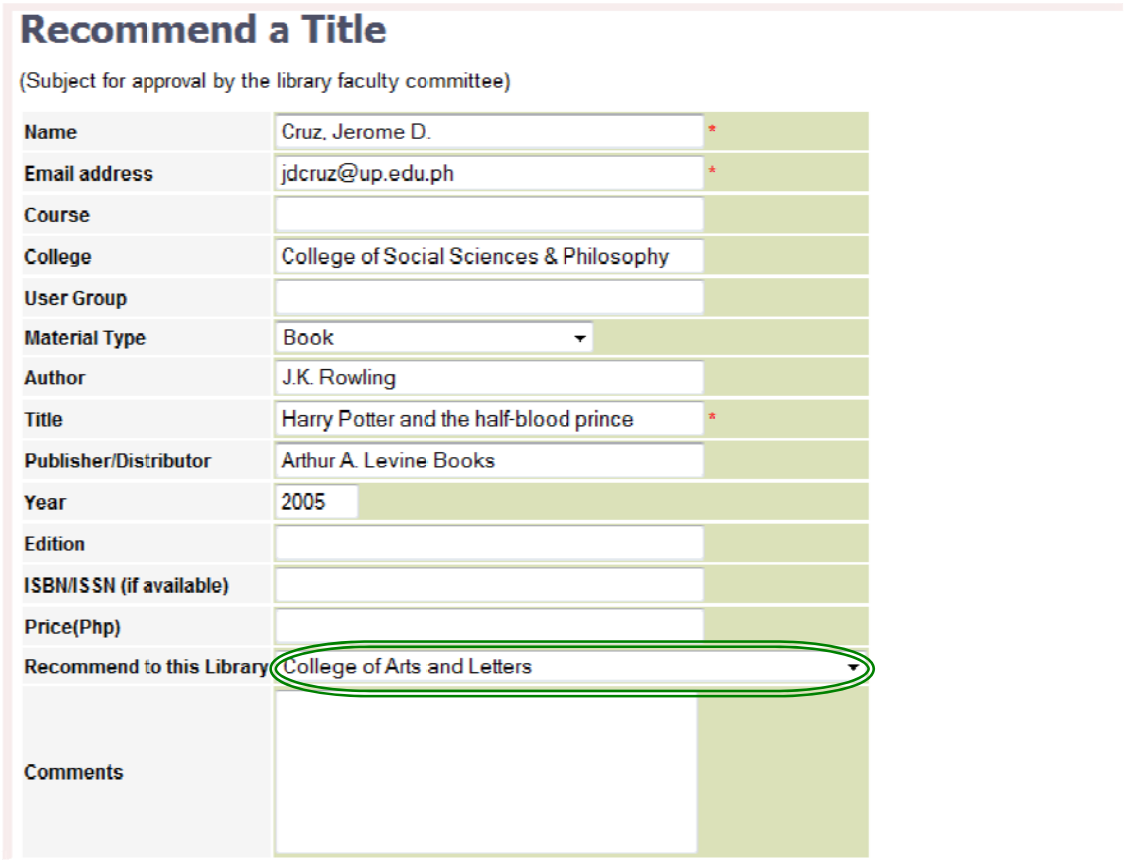


Figure 30. Recommend a Title

Finally, you may submit your request to the specific library where you think the material should be made available by selecting a library unit in the drop-down list (highlighted in Figure 30).

> ***Note:*** *There is no guarantee that your request will be granted. All titles recommended will be reviewed and evaluated by the library-faculty committee. Your request may also be forwarded to another library unit if the recommended title is more appropriate / relevant to another library.*

4.2.3. Feedback

The system provides an interface (shown in Figure 31) for you to send your feedback. This way, you can report problems you have encountered with the system, submit your comments or suggestions on how to further improve the system, or ask questions regarding some features you are not very familiar with.

To post a comment, simply fill-in the *Subject* and *Comments* fields as shown in Figure 31. Your *Name* and *Email Address* should already be displayed by default. Once you have accomplished the form fields, click the "Submit Feedback" button.

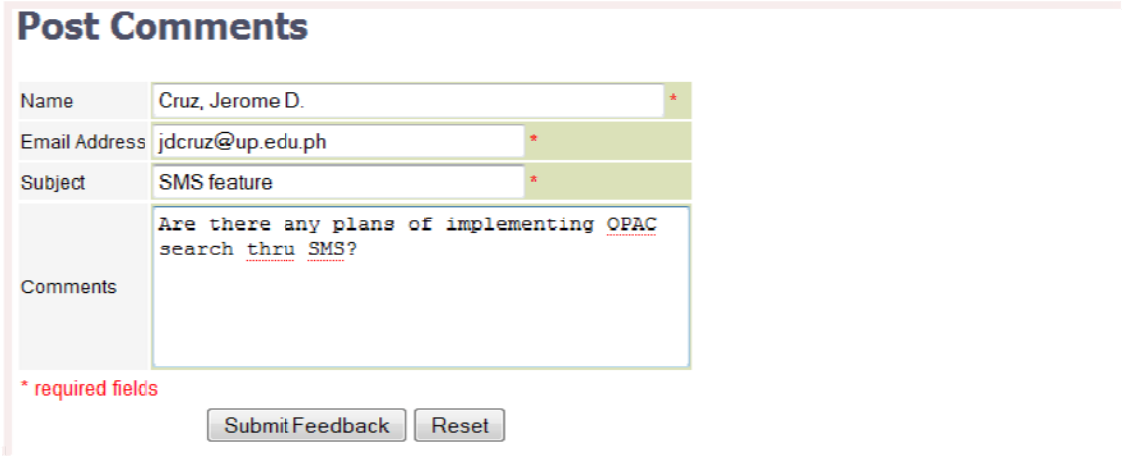


Figure 31. Feedback Form

Information you submit using this form will be sent to the iLib System Administrator for appropriate action.

4.3. Visitors Area

The Visitors Area provides two (2) sub-sections: the "What's New" and the "Library Information".

4.3.1. What's New?

This sub-section displays messages intended to be communicated to the library users like you. Messages posted usually contain important announcements, system alerts, instructions and other general information about the system.

You are advised to visit this sub-section often to read important messages that may be helpful to you. When you visit the "What's New" sub-section, you will find a list of messages, announcements, system alerts, etc. sorted by date beginning from the latest post.

Figure 32 shows a screenshot of messages, announcements, alerts, etc. posted in this sub-section. A search form is also provided for you to be able to find specific information from the available list.

What's New?
Title:
Records/Page: 20
Search
Clear
Results 1 - 9 of 9 |
No
Date
Title
1 June 19, 2008 iLib Training/Orientation scheduled on June 23 and 24, 2008.
2 June 17, 2008 Attention: UP Diliman University Library grants amnesty to all delinquent users.
3 June 12, 2008 Notice To Circulation Staff Re: Library Hours
4 May 08, 2008 Notice to Circulation Staff
5 April 11, 2008 Four-Day Work Week
6 February 13, 2008 Response on users' Feedback
7 February 13, 2008 Attention to UP students, faculty, and staff
8 February 10, 2008 Welcome to iLib
9 February 06, 2008 iLib Implementation: Advisory

Figure 32. What's New Section

To view the details of each post, click on its title. A pop-up window (shown in Figure 33) will be displayed to show the details of the message, alert, or announcement.

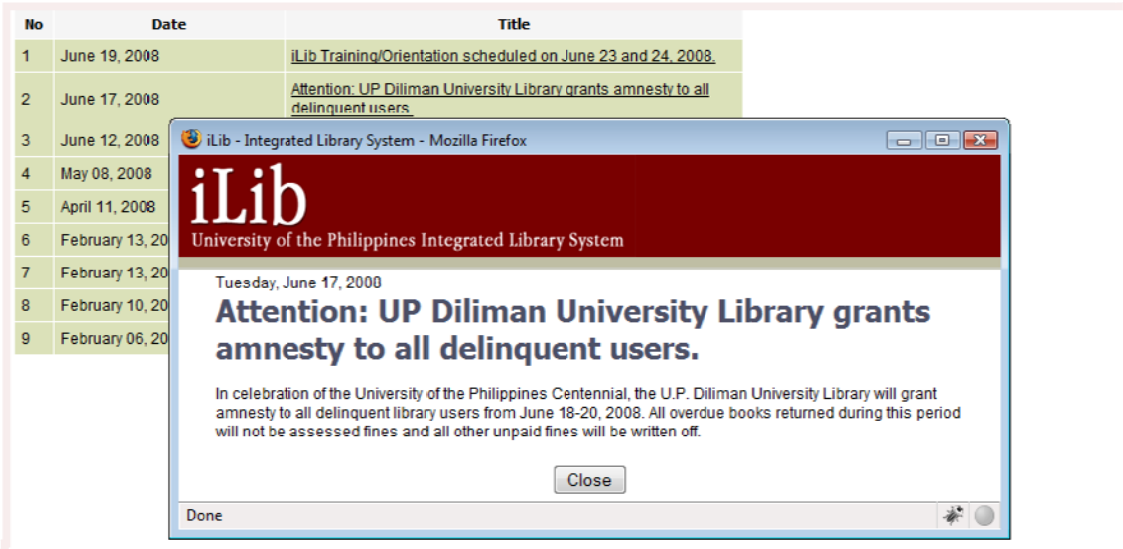

No
Date
Title
1 June 19, 2008 iLib Training/Orientation scheduled on June 23 and 24, 2008.
2 June 17, 2008 Attention: UP Diliman University Library grants amnesty to all delinquent users.
3 June 12, 2008
4 May 08, 2008
5 April 11, 2008
6 February 13, 20
7 February 13, 20
8 February 10, 20
9 February 06, 20
iLib - Integrated Library System - Mozilla Firefox
iLib
University of the Philippines Integrated Library System
Tuesday, June 17, 2000
Attention: UP Diliman University Library grants amnesty to all delinquent users.
In celebration of the University of the Philippines Centennial, the U.P. Diliman University Library will grant amnesty to all delinquent library users from June 18-20, 2008. All overdue books returned during this period will not be assessed fines and all other unpaid fines will be written off.
Close
Done

Figure 33. What's New: Details

4.3.2. Library Information

This sub-section provides a list of all college/unit libraries under the UP Constituent University of the iLib system you are currently accessing.

Figure 34 shows a screenshot of this sub-section showing a list of college/unit libraries in Diliman.

Clicking on the name of the college/unit library will bring up a window showing you more information about the library unit.

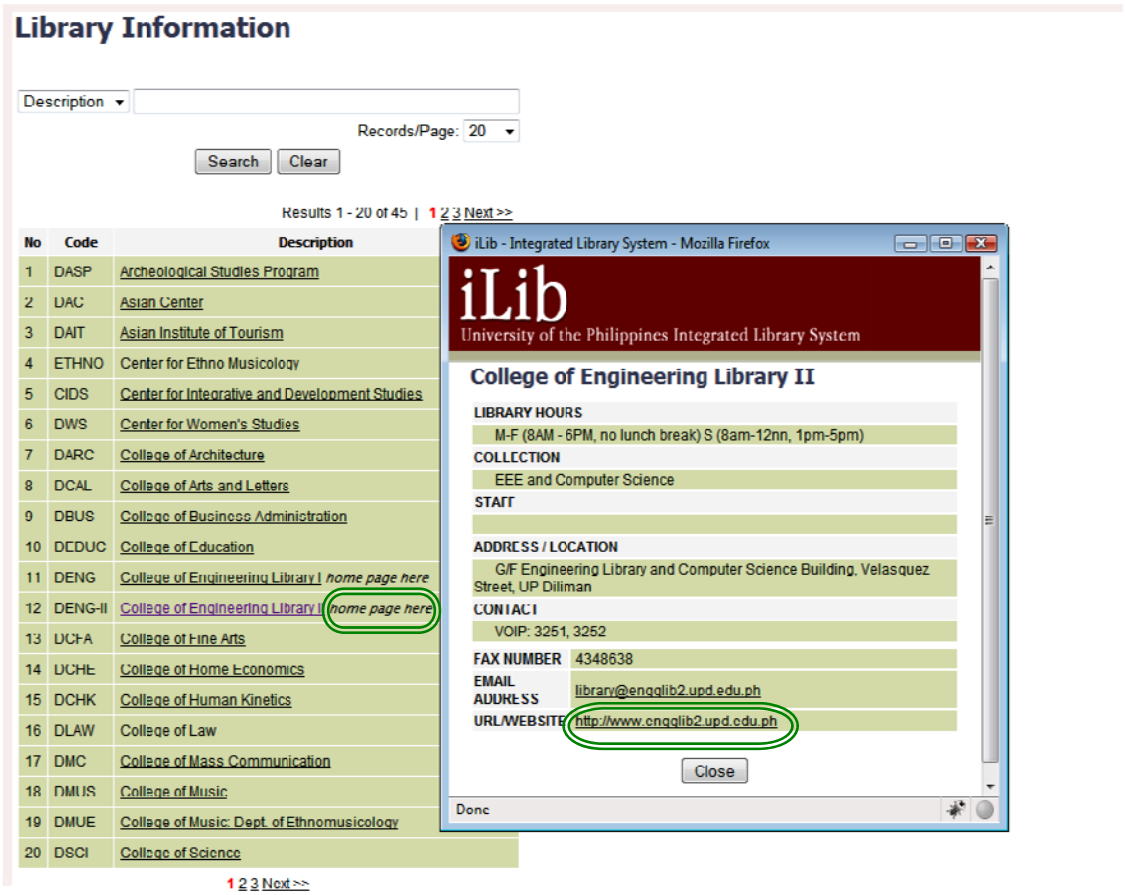

Library Information
Description
Records/Page: 20
Search
Clear
Results 1 - 20 of 45 | 1 2 3 Next >>
No
Code
Description
1 DASP Archeological Studies Program
2 DAC Asian Center
3 DAIT Asian Institute of Tourism
4 ETHNO Center for Ethno Musicology
5 CIDS Center for Integrative and Development Studies
6 DWS Center for Women's Studies
7 DARC College of Architecture
8 DCAL College of Arts and Letters
9 DBUS College of Business Administration
10 DCDUC College of Education
11 DENG College of Engineering Library I home page here
12 DENG-II College of Engineering Library II home page here
13 DCFA College of Fine Arts
14 DCHE College of Home Economics
15 DCHK College of Human Kinetics
16 DLAW College of Law
17 DMC College of Mass Communication
18 DMUS College of Music
19 DMUE College of Music: Dept. of Ethnomusicology
20 DSCI College of Science
1 2 3 Next >>
iLib - Integrated Library System - Mozilla Firefox
iLib
University of the Philippines Integrated Library System
College of Engineering Library II
LIBRARY HOURS
M-F (8AM - 6PM, no lunch break) S (8am-12nn, 1pm-5pm)
COLLECTION
EEE and Computer Science
STAFF
ADDRESS / LOCATION
G/F Engineering Library and Computer Science Building, Velasquez Street, UP Diliman
CONTACT
VOIP: 3251, 3252
FAX NUMBER 4348638
EMAIL ADDRESS library@engglib2.upd.edu.ph
URL/WEBSITE http://www.engglib2.upd.edu.ph
Close
Done

Figure 34. Library Information

Lastly, for libraries with their own websites, a link is made available beside the library unit's name, or from the pop-up window showing the details of the library unit, a URL is made available. Clicking on any of these links (highlighted in Figure 34) will open the library's website.

Section 5. Glossary

This section provides a list of terminologies and acronyms used or mentioned in this manual and are further defined or explained here to aid the users in understanding their meanings.

Borrower's ID – refers to the student number (for graduate or undergraduate students) or employee number (for faculty, admin, REPS, and other bonafide members of the University) used as a unique identifier of individual library patron. All transactions, e.g., loans, returns, of the patron in the library are recorded with his/her Borrower's ID (iLib operational definition).

Cart – or Book Cart, is a bookmarking facility, used to temporarily store selected library records returned from a search in a "Virtual Book Cart" for processing at a later time, e.g., printing, sending to email in bibliography format. The Cart function in iLib should not be confused with the concept of an online shopping cart used in online stores when placing orders or buying products online (iLib operational definition).

Electronic Library Card – or E-Library Card, is the electronic version of the Borrower's Card traditionally used by libraries when recording circulation transactions of library users. It displays basic information about the library user, such as, the Borrower ID, Name, and College. In addition, it also keeps a record of all the borrower's transactions with the library/libraries, such as borrowed items, returned items, renewed items, paid fines, recommended titles, and reservations placed online (iLib operational definition).

HTML – or HyperText Markup Language, is the publishing language of the World Wide Web. HTML gives authors the means to: publish online documents with headings, text, tables, lists, photos, etc.; retrieve online information via hypertext links; design forms for conducting transactions with remote services; include spread-sheets, video clips, sound clips, and other applications directly in their documents (Source: http://www.w3.org/TR/REC-html40/intro/intro.html).

MARC – or Machine-Readable Cataloging, is a format standard for the storage and exchange of bibliographic records and related information in machine-readable form. All MARC Standards conform to the ISO 2709 (1996) (Source: The British Library, http://www.bl.uk/bibliographic/exchange.html).

Precision – number of relevant hits in hitlist / number of hits in hitlist; Precision is a measure of how well the engine performs in not returning non-relevant documents. Precision is 100% when every document returned to the user is relevant to the query (Source: Text Retrieval Quality: A Primer by Kavi Mahesh, http://www.oracle.com/technology/products/text/htdocs/imt_quality.htm).

Recall – number of relevant hits in hitlist / number of relevant documents in the collection; Recall is a measure of how well the engine performs in finding relevant documents. Recall is 100% when every relevant document is retrieved (Source: Text Retrieval Quality: A Primer by Kavi Mahesh, http://www.oracle.com/technology/products/text/htdocs/imt_quality.htm).

Search Expression – consists of keywords or phrases used to represent a search topic or subject of inquiry (iLib operational definition).

Sort Ascending – to arrange or order values alphabetically from A to Z (for words/text), numerically from smallest to largest value (for numbers), or chronologically from the earliest to the latest (for dates) (iLib operational definition).

Sort Descending – to arrange or order values alphabetically from Z to A (for words/text), numerically from largest to smallest value (for numbers), or chronologically from the latest to the earliest (for dates) (iLib operational definition).

URL - Internet address that locate a specific resource on the World Wide Web or elsewhere on the Internet. It consists of the Internet protocol name; a host name; and optional elements such as a port, directory, and file name. (Source: http://www.academicresourcecenter.net/curriculum/glossary.aspx).

Section 6. Release Notes

This section summarizes the new components and features, major system enhancements, and known issues associated with this release version.

6.1. New Components / Features

The following features / functions were added in this release:

- 07-12-2008 – Added sort options in results page.
- 07-12-2008 – Added call number column in results page.
- 06-28-2008 – Scheduled jobs implemented to: send email alerts to users with delinquencies (e.g., overdue books, unpaid fines) and reservations that are already available for pick-up; check/re-check reservation expiration; and re-compute / reset reservation validity.
- 04-12-2008 – Added record navigation (Previous / Next) in Record Details page.

6.2. System Enhancements

The following features / functions were revised / enhanced in this release:

- 07-12-2008 – Added call number and location in emailed bibliography from Cart List.
- 07-05-2008 - New interface for “New Acquisitions List”.
- 04-12-2008 – Actual search result was limited to a maximum of 1,000 records but shows the exact number of records returned by the search. This is implemented for performance reasons (improved response time).
- 04-12-2008 – Improved user interface that is compatible with monitors with minimum resolution of 800x600 pixels.
- 04-08-2008 – Session expiration reset to one (1) hour from thirty (30) minutes.
- 07-28-2007 – Added “Remove from Cart” option in Record Details page.
- 06-15-2007 – Mouse-over on icons in search results page shows the name or description of the material.

6.3. Known Issues

No known issues documented in this release version as yet.